



CITY OF BURLINGTON

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CITY OF BURLINGTON
Committee of the Whole Minutes
Jeannie Hefty, Mayor
Diahnn Halbach, City Clerk
Wednesday, February 21, 2018

1. **Call to Order - Roll Call**

Mayor Hefty called the meeting of the Committee of the Whole meeting to Order on Wednesday, February 21, 2018 at 6:30 p.m. starting with Roll Call. Present: Kott, Johnson, Grandi, Dawidziak, Vos, Schultz, Preusker, Bauman. Excused: None.

Student Representatives Present: Gabriel King, Jack Schoepke. Excused: None.

Also present: City Administrator Carina Walters, City Attorney John Bjelajac, Director of Administrative Services Megan Watkins, Director of Finance Steve DeQuaker, Police Chief Mark Anderson, Fire Chief Alan Babe, Building Inspector Gregory Guidry, and DPW Director Peter Riggs. Also in attendance: Gregory Governatori, Kapur and Associates.

2. **Citizen Comments** - There were none.

3. **Approval of Minutes**

A motion was made by Alderman Grandi with a second by Alderman Preusker to approve the February 6, 2018 Common Council meeting minutes. With all in favor, the motion carried.

4. **DISCUSSION:**

An update from the Chamber of Commerce regarding the Room Tax Report.

Chamber of Commerce Representative Jan Ludtke, shared the 2017 room tax report, along with examples pertaining to room tax funds and the Chambers marketing efforts. Ludtke stated that the Chambers goal is to attract people to the City of Burlington and have them want to spend the night.

Alderman Schultz asked if the Chamber has a way to measure the effectiveness of their advertising. Ludtke replied that they receive verbal feedback, as well as web statistics from business partners and the Chamber's website.

Alderman Schultz asked Steve DeQuaker why the room tax payments vary so much. DeQuaker responded that the revenues are reported quarterly which is based on revenues that the hotel generates. Ludtke added that there is a certain cycle in which activity increases and decreases throughout the year based on the seasons. Jeff VanLysal also added that hotel stays typically slow down in the winter, however, they have been working to improve winter activities in the community in order to draw more business and increase those revenues.

Alderman Kott asked where the On Wisconsin magazines are located. Ludtke responded that they are placed throughout the state at all major tourism spots and visitor centers.

Alderman Grandi inquired as to how the Chamber makes up for the difference in room tax funds received versus the amount of money spent on advertising. Ludtke responded that the Chamber collects money for memberships and they also host several major fundraisers and events throughout the year.

5. **RESOLUTIONS:**

- A. **Resolution 4882(40)** - to approve Task Order Number 106 with Kapur & Associates, Inc. to provide civil engineering services for the complete analysis of the Burlington Manufacturing & Office Park (BMOP) expansion project for the not-to-exceed amount of \$12,000.

Mayor Hefty introduced Resolution 4882(40). DeQuaker reviewed and explained Task Order Number 106 for engineering services for the complete infrastructure analysis regarding the potential Burlington Manufacturing & Office expansion project and TID creation and would be a General Fund expense initially and if a TID were to be created, would be reimbursed with TID dollars. DeQuaker stated that the analysis would include evaluation of routes for sanitary sewer and watermain extensions, evaluation for existing sewer system capacity, review of regional stormwater facilities, estimation of construction costs for comparison and budgeting purposes, and preparation of a report documenting the findings and recommendations.

Alderman Preusker stated that he felt this Task Order was premature to be approving when there hasn't been a discussion about future TID capacity and the only talk about the BMOP expansion was just a discussion about potential residential and manufacturing development, which was a very preliminary plan. DeQuaker responded that without knowing infrastructure costs it would be difficult to evaluate the rest of the project and that this is an initial look at how infrastructure would work with the original plan and where modifications would need to be made. DeQuaker stated that it's important to know infrastructure costs before doing anything else.

- B. **Resolution 4883(41)** - to consider approving a Certified Survey Map for property located at 1088 Hidden Creek Lane.

Mayor Hefty introduced Resolution 4883(41). Gregory Guidry explained that this resolution is for the Springbrook Townhome Phase II project which seeks to address the parking lot and curb spillover. Guidry further stated that this will create two parcels and will consist of on eight-unit, multi-family building directly south of the existing eight-unit multi-family building that abuts Hidden Creek Lane.

6. **ORDINANCES:**

- A. **Ordinance 2032(9)** - to approve amending the Racine County Multi-Jurisdictional Comprehensive Plan 2035 for property located at 100 and 124 S. Dodge Street.

Mayor Hefty introduced Ordinance 2032(9). Guidry explained that per the Comprehensive Plan, this property is listed as "Industrial" and would not be consistent with the requested zoning change from B-1, Neighborhood Business District and M-1, Light Manufacturing District, to B-2, Central Business District; therefore, an amendment from "Industrial" to "Commercial" is necessary. Guidry also stated that this has been approved by the Plan Commission.

- B. **Ordinance 2032(10)** - to approve amending the Racine County Multi-Jurisdictional Comprehensive Plan 2035 to incorporate the Burlington Area Manufacturing & Office Park (BMOP) expansion in the City of Burlington, Wisconsin.

Mayor Hefty introduced Ordinance 2032(10). Megan Watkins explained that upon review of the expansion request, per the Comprehensive Plan, it was determined a plan amendment was required in order to be compliant with the Racine County 2035 Multi-Jurisdictional Comprehensive Plan.

Watkins stated that because this is a conceptual master plan, not a development plan, and it is very fluid and will more than likely have more changes, which would require additional amendments.

Watkins further stated that this has been approved by the Plan Commission.

- C. **Ordinance 2034(11)** - to amend Chapter 274-9B "Snow and Ice Removal" of the Code of the City of Burlington to eliminate notification by the Police Department.

Mayor Hefty introduced Ordinance 2034(11). Peter Riggs explained that due to the change in dispatch, the initial report of a noncompliant sidewalk has been moved to clerical staff at the Department of Public Works and by removing the Police Department from the inspection process, a redundant inspection is eliminated, officer time is freed up, and the timeline to achieve compliance is improved.

Alderman Schultz asked if non-compliant residents are actually fined. Riggs responded that fines are not applied; however, the resident is notified via letter that they have five days to clear their sidewalks and then if not cleared after five days, they are then invoiced for the snow removal if done by the DPW, which can amount to \$500.

Alderman Vos stated that he felt five days was too much time and that Whitewater allows 48 hours for snow removal and if not done, the DPW clears the snow and immediately invoices the resident.

Student representative Gabriel King inquired as to how the City's snow removal ordinance compares to other cities ordinances. Riggs replied that he could gather this information and present at a future date.

Alderman Bauman suggested to bring this topic up during budget hearings to discuss further process improvements.

7. **MOTIONS:** There are none.

8. **ADJOURNMENT**

A motion was made by Alderman Dawdiziak to adjourn the meeting. With all in favor, the meeting adjourned at 7:05 p.m.

Minutes respectfully submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington